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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 30 November 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of *October* 19481. Status of Personnel:

25X9A2

- a. Persons authorized .....
- b. Persons on duty .....
- c. Persons on leave without pay .....
- d. Remaining unfilled positions .....
- e. See Report of Operations - Month of October 1948

2. Major Accomplishments:

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25X1A9a  
a. During the past month a procedure, relative to the issuance of FWA Property Passes by an authorized individual, namely, Mr. [REDACTED], to drivers of vehicles and personnel hand carrying packages from the [REDACTED] Warehouse, was established. This procedure will provide adequate protection of Government property located in said warehouse.

b. As a result of the property Utilization Program the total monetary value of non-expendable property returned to stock during the month of November 1948 was \$19,392.25. The grand total of non-expendable property returned to stock since the establishment of said program (May 1948) amounts to \$78,088.24.

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c. A procedure relative to a \$10.00 quarterly allowance for expendable supplies in supply accounts and a tolerance of  $1\frac{1}{2}$  per cent gasoline evaporation within Fuels and Lubricants Account lost without fault or neglect, was concurred in by Mr. [REDACTED], and Mr. [REDACTED], Chairman and member of the CIA Property Survey Board, respectively. Said procedure, which was forwarded to your office during the past month, will eliminate administrative costs in processing Survey Reports for shortages of supplies missing without indication of fault or neglect on the part of each supply activity.

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d. During the month of November 1948, this office confined the major part of its activities to the reconciliation of stock record card balances, covering Communication supplies and equipment, against quantities of items disclosed as a result of a complete physical inventory for such property. Relative to above the following summarizes the accomplishments and action to be taken with respect to

25X1A9a ultimately transferring accountability of Communications property from Captain [REDACTED]

25X1A9a (1) Survey Report, Form No. 36-18, covering short-ages of property amounting to approximately \$10,000 has been initiated and signed by Captain [REDACTED].

25X1A9a (2) Housekeeping supplies and equipment issued to the Communications Warehouse Property Account, Account No. 130, Property Officer, Mr. [REDACTED], without initiation of appropriate issue documents by Supply Account No. 1, have been listed on Form No. 36-24, Property Turn-In or Transfer Slip. Said document will serve as a valid credit voucher to the stock record account Supply Account No. 1, and will be properly debited to the records of Account No. 130.

(3) A list of approximately 150 Communications items of various types and quantities thereof, which were never accounted for on the stock record account, has been prepared. Several items indicated thereon have been consolidated on the reconciliation report with items of similiar identity. The remaining items will be assigned stock numbers which will be accomplished on 30 November 1948.

(4) Locator cards, which reflect the quantity and location of Communications supplies and equipment have been constantly changed as a result of reinventories; disclosure of property on hand within other activities, namely, warehouse Property Account No. 130 and the Communications Radio Shop; uncrating boxes bearing incorrect stock numbers; increases in quantities of unaccounted for property. Said cards will, in turn, be rechecked against the inventory report to determine that quantities of items are in agreement. Locator cards will be forwarded to the Communications Supply Officer, Mr. [REDACTED], for his appropriate use on or before 3 December 1948.

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(5) Duplicate stock record cards will be prepared by the Personnel Typist Pool and will be available for use by the designated Supply Officer, Mr. [REDACTED] on or before 3 December 1948.

25X1A9a (6) Report of Inventory Adjustment, Form No. 36-16, covering nomenclature adjustments and overages of previously unaccounted for Communications supplies and equipment will be available for posting to the stock record account of Supply Account No. 1 on or before 6 December 1948. At this time, it is understood, the Certificate for Transfer of Property Accountability will be signed by Mr. [REDACTED] indicating his acceptance of accountability for Communications supplies and equipment.

25X1A9a (7) Captain [REDACTED] was granted a conditional clearance on 19 November 1948 pending final action on adjustment and survey reports. When such action has been rendered Captain [REDACTED] will be so notified.

3. Future Plans: Property Control Division has no other specific plans for the future other than working towards a general improvement of the methods employed in accounting for property within this Agency.

4. During the month of November 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section:

(1) Vouchers posted .....	371
(2) Identification Control Cards posted .....	408
(3) Report of Inventory Adjustment posted .....	3

b. Audit and Inspection Section:

(1) Property Accounts audited .....	1
(2) Number of damaged property investigations ...	4

c. Survey and Clearance Section:

(1) Survey Reports being Investigated .....	13
(2) Survey Reports processed to the board .....	5
(3) Property Clearances Issued .....	63
(4) Property Passes Issued .....	5

[REDACTED]

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